



STATE OF MICHIGAN
OFFICE OF THE STATE BUDGET
LANSING



CENTER FOR EDUCATIONAL
PERFORMANCE AND INFORMATION

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DIRECTOR

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DATE: March 22, 2005

TO: Joe Smith, Pleasant Valley School District

FROM: Margaret M. Ropp, Center for Educational Performance and Information *mnr*
Jeremy Hughes, Michigan Department of Education *JH*

SUBJECTS: 1. All Future Official Superintendent Correspondence to Be Sent by E-mail
2. Verify Your MEIS Authorized Users for CEPI Data Submissions

Thank you for your efforts in compiling and submitting data to the Center for Educational Performance and Information (CEPI) throughout the school year.

For your information:

1. To reduce costs and improve the consistency of communication, CEPI and the Michigan Department of Education (MDE) will begin sending official correspondence directed toward superintendents using the school district contact's e-mail address listed in the School Code Master. As of March 21, your district's e-mail address is:
smithj@pvsd.net
This e-mail address will become the primary contact for all official correspondence from CEPI and MDE. You or your designee should regularly monitor this address for these communications. The e-mail subject line will contain "CEPI Official Communication" or "MDE Official Communication." Your district's authorized School Code Master user (see attached report for the name) can update this e-mail address at any time to maintain a smooth flow of communication. Your e-mail system must be able to accept attachments from the michigan.gov domain.
2. We continue to update the "Administrators" section of the CEPI Web site (www.michigan.gov/cepi). We strongly encourage you to bookmark this page, as we intend to post important communications for local/intermediate district and public school academy administrators in the "Administrators" section of our Web site.
3. CEPI is responsible for providing your data to the federal government and to various state agencies, such as the Michigan Department of Education, to fulfill state and federal reporting requirements, including reporting required by the *No Child Left Behind Act of 2001*. Therefore, it is extremely important that your data are accurate and submitted in a timely manner. Please regularly visit the "Administrators" section of our Web site for timelines and other information about your district's data submissions to CEPI.

4. CEPI has enclosed a list of your intermediate district, local district or public school academy Michigan Education Information System (MEIS) authorized users of CEPI applications. Please carefully review this list and verify your MEIS authorized users as you prepare for the end-of-year data submissions that are due to CEPI June 30, 2005. Instructions for making changes to MEIS accounts also are enclosed and posted on the Administrators page of CEPI's Web site, in the Information section.

We encourage you and your staff members to visit the CEPI Web site (www.michigan.gov/cepi) regularly for updated information about any data submissions due to the state. We hope this information is helpful to you.

Enclosures

Copy: PSA authorizers (without MEIS authorized users list)